



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Non-Merit Position
(This position is exempt from the State of Delaware Merit Rules)

Posting #AOC0202N18

FINANCIAL CASE MANAGER

Opening Date: February 22, 2018 **Closing Date:** March 1, 2018
Salary: \$34,142 - \$42,678 per year (Minimum - Midpoint) Pay Grade 11*
Recruiting For: Office of the Public Guardian
Location: Kent County **(Please check this location on your application)**

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This employee reports to the Public Guardian for the State of Delaware and provides full financial case management services to clients, which includes financial audit and evaluation of all financial resources. Work involves participating as a member of an interdisciplinary team of social workers and administrative staff to develop and implement service plans for the management of a client's financial affairs including required budget and spending plans. Work includes assessing clients' financial needs, reviewing and reconciling payments from guardianship accounts, and applying for government benefits. Case assignments are received at the point of referral and are reviewed by the Public Guardian or Deputy Public Guardian only when exceptions to the standard case management practices occur. The incumbent has the discretion to recommend changes in clients financial management plans based on an on-going evaluation and assessment. A significant aspect of the work involves extensive interaction with service providers, social service agencies, financial institutions, businesses, and other resources to evaluate and monitor progress toward established economic goals and objectives.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified." Resumes may not be substituted for the application.

1. Experience in accounting and auditing methods and techniques including analysis and management of multiple accounts and related financial record keeping and reporting.

2. Knowledge of federal and state financial program reporting requirements, such as Medicare, Medicaid, Social Security, and IRS.
3. Knowledge of the methods and techniques used in developing and implementing comprehensive financial plans including determining benefit program eligibility, tax preparation, and estate, insurance, and real property planning.
4. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the website at <http://ben.omb.delaware.gov/>.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (preferred method)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:
Administrative Office of the Courts
The Renaissance Centre
405 N. King Street, Suite 507
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer**